



CONSULATE GENERAL OF THE UNITED STATES  
JERUSALEM

IMMIGRANT VISA UNIT

Street Address: 14 David Flusser Street, Jerusalem  
Postal Address: P.O. Box 290, Jerusalem 9100201  
Email: [jerusalemivquiries@state.gov](mailto:jerusalemivquiries@state.gov)

**CHECKLIST OF REQUIRED DOCUMENTS FOR IMMIGRANTS**

An immigrant visa appointment has been scheduled for you to come to this office on the date specified in your appointment letter. All members of your family immigrating with you must appear with you on the appointment date. If you CANNOT COME TO THE APPOINTMENT, please notify us immediately at [jerusalemivquiries@state.gov](mailto:jerusalemivquiries@state.gov).

If you have not already done so, you should complete the online immigrant visa application (Form DS-260). Please visit the following website to complete the DS-260 <https://ceac.state.gov/IV/Login.aspx>. After completing the form, please print a copy of the confirmation page (with barcode) to bring to your interview. You must complete an application for each member of your family who plans to immigrate.

Before your appointment day, you must register with a courier service by visiting the following website: <https://ais.usvisa-info.com/en-il/iv>. Instructions on how to register and a list of the courier facilities are included in this packet. Registering will allow you to track the delivery status of your documents, especially your immigrant visa when issued. Please note that you will not receive any documentation from our office if you do not register. Registration is not complete until you select a courier (Wassel or Israel Post) according to the instructions below.

Each applicant (including children) must submit original documents with *an original **certified translation of any document*** that is not in English, Arabic or Hebrew. You should also provide a PHOTOCOPY of each original document that you submit. If you fail to bring a copy of each original document on the day of your interview, you will be charged an extra fee for copies based on the Department of State Schedule of Fees, currently \$1 each.

For additional instructions, please refer to the VISA INSTRUCTIONS AND CHECKLIST FOR IMMIGRANT VISA APPLICANTS document that was previously provided when the petition was filed.

You will need to provide the following on the day of the interview for each applicant:

- ☐ Your appointment letter
- ☐ Your passport valid for at least eight months (please bring passports from other countries and expired passports)
- ☐ Two identical photos, 2 inches by 2 inches (~51x51mm) in size with a white background taken within the last six months. Our strict photo guidelines are available at: <http://travel.state.gov/content/visas/english/general/photos.html>
- ☐ Birth certificate
- ☐ Birth certificates of all unmarried children who will not immigrate with you at this time.
- ☐ Certificate of name change (if applicable)

- ❑ Marriage certificates for current and all prior marriages for both the petitioner and primary applicant (if applicable)
- ❑ Divorce certificates for all prior marriages for both the petitioner and the primary applicant (if applicable)
- ❑ Death certificate (if applicable)
- ❑ Military record (if applicable)
- ❑ Court and prison records (if applicable)
- ❑ Police certificates from your current country of residence and country of nationality if you resided in either for more than six months after the age of 16. You must also provide a police certificate from all countries where you have resided for over a year after the age of 16. All Palestinian ID holders living in the West Bank must obtain a Non-Conviction Certificate from the Palestinian Ministry of Justice AND a Criminal Register Certificate from the Israeli DCO (Civil Liaison Office) in the place of their residence. You should apply for the Criminal Register Certificate at least four weeks before your interview. The Israeli Criminal Register Certificate will be sent to the U.S. Consulate directly by the Israeli National Police. For more information on how to apply for the police certificate please visit the following site: <http://intranet.ca.state.gov/visas/reciprocity/9868.aspx>.
- ❑ Medical examination reports. Exams must be conducted by a Consulate Panel Physician. If at all possible, they should be completed three weeks prior to the scheduled interview. Medical examination instructions are included in this package.
- ❑ Affidavit of support (from the correct category below).
  - For most immigrant visa categories, each petitioner MUST provide an original, signed Form I-864 for each beneficiary along with a copy of his or her current tax returns (Forms 1040 and W-2). In some cases, a petitioner can file an I-864EZ (rather than an I-864) for a beneficiary – please see for full details and requirements (<http://www.uscis.gov/files/form/i-864ez.pdf>). If the petitioner did not file taxes last year, the petitioner should provide an original signed and dated “no tax letter” explaining why he or she did not pay taxes last year (i.e. no earned income).
  - Often the petitioner will not meet the minimum poverty guidelines (<http://www.uscis.gov/files/form/i-864p.pdf>). In such cases the sponsorship requirements can be met by a “Joint Sponsor” who submits an originally signed Form I-864, plus proof of status (e.g., copy of U.S. passport, birth certificate, naturalization certificate, green card etc.) and copy of current tax returns (Forms 1040 and W-2). If the Joint Sponsor files taxes with his or her spouse, we will also need an original signed Form I-864A from the household member unless the sponsor can prove that he or she earned all the income necessary to meet the support guidelines.
  - When filing for children under the age of 18 (IR-2 or CR-2 cases), we simply need an originally signed copy of the I-864W, Intending Immigrant's Affidavit of Support Exemption Form.
  - For DV, E, K, and SB1 applicants, proof that you will not be a financial burden to the U.S. Government such as a Form I-134 (recommended) from a sponsor with the form 1040. Form I-864 is not acceptable.
- ❑ Proof of petitioner’s domicile in the U.S. (family-based immigrants only).

- ❑ High school diploma and/or evidence of work experience (Diversity Visa (DV) only).
- ❑ Immigrant Visa Fees:
  - The visa fee for family-based cases is \$325 U.S. Dollars, or in Israeli Shekels at the current Consulate established exchange rate. In many cases this fee has been paid by the petitioner in the United States. If the fee was not paid in the U.S, you must pay the fee on the day of the interview with the consular cashier before you will be interviewed by a consular officer. This fee is in addition to the fee required to file the I-130 petition.
  - Diversity Visa (DV) applicants must pay \$330 for each individual included in the case.
  - Employment visa applicants must pay \$345 for each individual included in the case.
  - SB and WI applicants, special immigrant cases, must pay \$205.
  - All fees are non-refundable. Payment can only be made in cash. No personal checks will be accepted. Fees are subject to change based upon the current Department of State Schedule of Fees: <http://travel.state.gov/content/visas/english/fees/fees-visa-services.html>.

### **Instructions on how to register on the CSC visa services website:**

All immigrant visa applicants are required to go on-line and register their immigrant visa cases prior to their visa interviews by visiting the website <https://ais.usvisa-info.com/en-il/iv> and following these simple steps:

1. Select “Register”
2. Select the appropriate IV service
3. Set up a “User Account”
4. Enter applicant’s information including the DS-260 Immigrant Visa Application bar-code.
5. Enter your IV case number as indicated on the appointment or instruction letter you received. For Immediate Family or Family Preference cases enter the case number which begins with JRS followed by 10 numbers. For a Diversity Lottery Visa case, please enter the 14 characters number provided by the Kentucky Consular Center (KCC).
6. Register every family member who is applying for a visa separately.
7. Select the courier pick up location or include an address where you would like the visa packet to be delivered. Changes to the selected delivery location will be allowed only until a day before your consular interview.
8. Print out the system confirmation page and bring it with you to your consular appointment
9. If your application is successful, your visa packet will be returned to you via courier at the selected delivery location or home/office address provided. Please note that the tracking of the document delivery status will be possible only after the courier company has assigned an Air Way Bill number for your documents. To track the delivery of your documents, you can log-in to your created account or by calling the following local number 02-3741221 or from within the US at 703.520.2215

**IMPORTANT:** You will NOT be able to receive your immigrant visa until you have followed this mandatory step.

## تعليمات حول كيفية التسجيل لموقع خدمات التأشيرة الإلكتروني CSC

يجب على كل مقدم طلب لتأشيرة الهجرة تسجيل معاملات الهجرة خاصتهم قبل موعد مقابلتهم عبر الموقع الإلكتروني <https://ais.usvisa-info.com/en-il/iv> واتباع الخطوات البسيطة التالية:

1. اضغط على "تسجيل"
  2. اختر خدمة الهجرة المناسبة.
  3. افتح حساب مستخدم
  4. أدخل معلومات مقدم الطلب من ضمنها باركود طلب تأشيرة الهجرة DS-260
  5. أدخل رقم معاملة الهجرة كما هو موجود برسالة الموعد أو رسالة التعليمات التي استلمتها. للمعاملات المقدمة من العائلة أدخل رقم المعاملة الذي يبدأ بـ JRS وبعده 10 أرقام. لمعاملة تأشيرة القرعة أدخل 14 رقم الذي تم تزويده من مركز كنتاكي القنصلي KCC
  6. سجل كل أفراد العائلة المتقدمين للتأشيرة بشكل منفصل.
  7. اختر موقع الاستلام من خدمة البريد السريع أو العنوان الذي ترغب أن تستلم فيه جواز السفر ومغلف التأشيرة. يمكنك تغيير أي من هذه المعلومات حتى يوم واحد قبل موعد المقابلة.
  8. اطبع صفحة التأكيد وأحضرها معك إلى مقابلتك
- إذا كان تسجيلك صحيحاً، فإنك ستستلم مغلف التأشيرة عبر خدمة البريد السريع إلى موقع التسليم أو عنوان البيت أو المكتب الذي قمت بتسجيله. يرجى ملاحظة أنك تستطيع متابعة وضع تسليم وثائقك بعد أن تقوم شركة البريد السريع بتعيين رقم متابعة لها **Air Way Bill number** لمتابعة وضع تسليم وثائقك يمكنك تسجيل الدخول إلى الحساب الذي فتحت أو عبر الاتصال بالرقم المحلي 02-3741221 أو من الولايات المتحدة الأمريكية على الرقم 7035202215.
9. هام: لن تستطيع استلام تأشيرتك إذا لم تقم باتباع هذه الخطوات الإلزامية.

## הוראות הרשמה באתר אינטרנט של שירותי אשרה (CSC)

כל מגיש הבקשה לאשרת הגירה מתבקשים להירשם באתר אינטרנט שלהלן  
<https://ais.usvisa-info.com/en-il/iv> . אנא בצעו את הצעדים הבאים :

1. יש לבחור Register (הרשמה).
2. יש לבחור את סוג השירות המתאים.
3. יש ליצור חשבון משתמש.
4. הקלידו את הפרטים הנדרשים כולל מספר הברקוד של הבקשה המקוונת DS-260.
5. יש לרשום את מספר התיק כפי שמופיע על מכתב ההזמנה לראיון או מכתב ההוראות שקבלתם. יש לרשום את מספר התיק שמתחיל ב-JRS ואחריו עשר ספרות עבור תיק הגירה לאיחוד משפחה. לחלופין, עבור תיקי הגירה בתוכנית DV, יש לרשום את מספר התיק בעל 14 תווים אשר קיבלתם מ-KCC.
6. יש לרשום בנפרד כל אחד מבני המשפחה אשר מגישים בקשה לאשרה.
7. יש לבחור את המיקום לאיסוף עצמי או לרשום את הכתובת למסירה של הדרכון והאשרה. ניתן לשנות את הכתובת למסירה עד יום לפני מועד הראיון.
8. יש להדפיס את דף האישור ולהביאו עימכם ביום הראיון בקוסוליה.
9. אם בקשתכם להגירה אושרה, ערכת האשרה תשלח עליכם לכתובת או המיקום לאיסוף עצמי שציינתם. חשוב לציין שמעקב המשלוח יתאפשר רק לאחר שחברת המשלוח מקצה מספר מעקב. על מנת לעקוב אחר המשלוח יש להכנס לחשבון המשתמש שיצרתם או להתקשר למספר טלפון 02-3741221 או 703.520.2215. בתוך ארה"ב.

**חשוב:** לא ניתן לקבל את אשרת ההגירה בטרם סיימת את ההרשמה לשירות המשלוחים.

**Courier facilities:**

Israel Post - Haifa 24 Ha' Musachim St. Haifa	Israel Post - Netanya 7 Ha' Plaada St. Netanya
Israel Post - Ha Sharon 3 Tidhar St. Raanana	Israel Post - Lod 10 Ha' Yetsira St. Ramle
Israel Post - Rishon LeZion 9 Eliyahu Eitan St. Rishon LeZion	Israel Post - Jerusalem 12 Gershon Hamelamed St. Jerusalem
Israel Post - Nes Tziona 3 Habanim St. Nes Tziona	Israel Post - Ashdod Ad Halom Junction Ashdod
Israel Post - Kiryat Gat 7 Ha' Gefen St. Kiryat Gat	Israel Post - Be'er Sheva 28 Pinhas Ha' Hotzev St. Be'er Sheva
Israel Post - Tel Aviv 2 Ha' Lechi St. Bnei Brak	Israel Post - Petach Tikva 18 Zvi Bergman St. Petach Tikva
Israel Post - Eilat 8 Ha' Tevuna St. Eilat	Israel Post - Hadera 20 Komba St. Hadera
WASSEL - East Jerusalem Station Shufat Main street Nbr 19 Abraj Al-Quds Commercial Compound- Ground Floor East Jerusalem, 97292	WASSEL - Ramallah Station 1 Jerusalem-Ramallah Main Street Al-Fuad Building 2nd Floor Al-Bireh - Ramallah, Palestinian Authority
WASSEL - Nablus Station Rafidia Main Street Amasha Building Ground Floor Rafidia - Nablus, Palestinian Authority	WASSEL - Hebron Station Khaled Ibn Waleed Street Kanz Building Ground Flood Wadi Tufah Area Hebron, Palestinian Authority
WASSEL - Bethlehem Station Hukom Mahali Street Water Authority Building Ground floor Bethlehem, Palestinian Authority	WASSEL - Hub Jerusalem-Ramallah Main Street Safad Building Ground Floor Al-Bireh - Ramallah, Palestinian Authority
WASSEL - Gaza Station Khaled Ibn Waleed Street Opposite SHAWA AND HUSARI Tower Al Haddad Building Gaza, Gaza Strip	WASSEL - Ramallah Station 2 Edward Said Street 1 Near PLC Circle The Castle Building Ground Floor Ramallah, Palestinian Authority

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**INSTRUCTIONS FOR MEDICAL EXAMINATIONS FOR VISA APPLICANTS**

U.S. visa regulations require that all immigrant and refugee applicants undergo a medical examination prior to the interview appointment date. Medical exams must be performed by a designated panel physician (complete list below). These physicians have been approved by the U.S. Centers for Disease Control and as such, they are the only doctors authorized to complete the required medical exam required for immigration or refugee processing.

The panel physician will complete several forms, including Form DS-2054, *Medical Examination for Immigrant or Refugee Applicant*, Form DS-3026, *Medical History and Physical Examination Worksheet*, and Form DS-3025, *Vaccination Documentation Worksheet*. In addition, all applicants over the age of 15 will be required to have a chest x-ray (Form DS-3030, *Chest X-Ray and Classification Worksheet*) and blood tests as part of their medical examination. If you have specific questions or concerns about the required medical examination, please contact the panel physicians directly.

**PLEASE NOTE:** The medical exam results in immigrant visa cases are valid for up to 6 months if there is no suspicion of tuberculosis. The expiration date of an immigrant visa is limited according to the medical exam validity. Because of the time involved in processing immigrant visa cases, if applicants wish to avoid the delays and costs associated with having to renew part or the entire medical exam, they must come prepared to their interviews with all required documents.

**Fees Associated with Medical Exams**

<b>-Cost of medical examination (administration &amp; review of immunization history)</b>	<b>NIS 420.-    NIS 680.-*</b>
<b>-Cost of blood serology test</b>	<b>NIS 100.-    NIS 200.-*</b>
<b>-Cost of chest x-ray (required for all applicants over 15 years of age)</b>	<b>NIS 110.-    NIS 240.-*</b>

***Fees include value added tax (VAT).***

*All fees noted above as well as costs of any **additional examination** and **vaccinations** which the doctor **deems medically necessary** are the sole responsibility of the individual applicant. Doctors' names marked with an asterisk (\*) below are authorized to charge the higher rates marked (\*) above, based on prevailing local rates.*

\* \* \* \* \*



Each visa applicant **must** bring to the panel physician copies of his or her medical history, immunization records and prior chest x-rays.

Each visa applicant **must** identify himself/herself to the examining physician and to the radiologist by presentation of his/her passport, identity card, laissez-passer or travel document. The doctor and radiologist must then sign the following statement:

On \_\_\_\_\_ I examined \_\_\_\_\_ ,  
(Date) (Name of applicant)

who presented passport, identity card, laissez-passer or travel document No. \_\_\_\_\_ for  
identification.

\_\_\_\_\_  
(Signature of Doctor)

After seeing the above mentioned identity document, I x-rayed the above applicant on \_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Radiologist)

**The report of medical examination will not be accepted unless the above statement is signed by the doctor and radiologist.**

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**The visa applicant MUST present the following to the Immigrant Visa Unit:**

- 1. this signed statement of the doctor and radiologist, and**
- 2. the required medical examination Forms DS- 2054, DS- 3030, DS-3026 & DS-3025 (in duplicate) completed and signed by the panel physician, and**
- 3. the X-ray CD-ROM.**

**PANEL OF DOCTORS AUTHORIZED FOR IMMIGRANT MEDICAL EXAMINATION**

**JERUSALEM:**

Dr. Jonty Maresky\*  
Family Medical Center  
9 Diskin Street, Jerusalem  
Tel: 02-5610297

Sunday to Thursday  
8:30 a.m. to 5:00 p.m.  
Friday 8:30 a.m. to 12 noon  
(an appointment is required)

**BETHLEHEM:**

Dr. Robert Tabash  
P. O. Box 144  
19 Salesian Street  
Bethlehem  
Tel: 02-2742882 & 02-2743593  
Cellular: 0599 250 053

Monday to Friday  
Morning Hours: 09:00 am to 12:30 am  
Afternoon Hours: 03:00 pm to 06:00 pm  
(an appointment is required)

**RAMALLAH:**

Dr. Fahed Khalaf  
Opposite Rukab Building – (Box 53)  
Mahfal Street, Ramallah  
Tel: 02-2953347 or 02-2957786 (0599 841 138)

Everyday, 8:30 a.m. to 2:00 p.m.  
(without appointment)  
4:00 to 6:00 p.m. (with appointment)

**GAZA:**

Dr. Faisal Abu Shahla  
Fahmi Beik Street  
Midan Falastine, Al Hindi Building  
Third Floor, Gaza City  
Mobile: 0599 204 245-Tel: 08-2824878;08-2820839

Saturday – Thursday 03:00 to 07:00 p.m.  
(with appointment)

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Immigrant Visa Unit